



Linda Mason, *Chair*
Rick Biasotti
Tom Hamilton
Kelly Lethin
Mary Lou Johnson
Valentine Morgan

**MINUTES
PLANNING COMMISSION MEETING**

**August 20, 2019
7:00 p.m.**

Meeting location: Senior Center, 1555 Crystal Springs Road, San Bruno

CALL TO ORDER at 7:03 p.m.

ROLL CALL

	<u>Present</u>	<u>Absent</u>
Chair Mason	X	
Commissioner Biasotti	X	
Commissioner Hamilton	X	
Commissioner Johnson	X	
Commissioner Lethin	X	
Commissioner Morgan	X	

STAFF PRESENT: Planning and Housing Manager: Pamela Wu
Senior Planner: Michael Smith
Associate Planner: Rucha Dande
Principal Engineer: David Wong

PLEDGE OF ALLEGIANCE: Commissioner Johnson

1. APPROVAL OF MINUTES – June 18, 2019

Motion to approve June 18, 2019 minutes

Chair Mason: Asked if the requested continuance has been noted in the minutes.

Planning and Housing Manager Pamela Wu: Responded it was noted towards the end of the meeting minutes.

Commissioner Johnson / Hamilton

VOTE: 6-0
AYES: Chair Mason, Commissioners Biasotti, Hamilton, Johnson, Lethin, Morgan
NOES: 0
ABSTAIN: 0

2. SELECTION OF OFFICER(S): Select a new Planning Commission Vice Chair to fill vacancy.

Motion to approve Vice Chair Lethin.

Commissioner Morgan: Nominated Commissioner Lethin for Vice Chair.

Commissioner Lethin: Noted she accepts the nomination.

Commissioner Morgan / Chair Mason

VOTE: 5-0
AYES: Chair Mason, Commissioners Biasotti, Hamilton, Johnson, Morgan
NOES: 0
ABSTAIN: Lethin

3. PUBLIC COMMENT ON ITEMS NOT ON AGENDA - none

4. ANNOUNCEMENT OF CONFLICT OF INTEREST – none

5. CONDUCT OF BUSINESS

A. San Mateo Avenue Conceptual Streetscape Plan

Planning and Housing Manager Pamela Wu: Introduced herself and noted she will be presenting with the help of the staff and consultant for the San Mateo Avenue Conceptual Streetscape Plan.

WRT Consultant Jake Tobias: Introduced himself and presented updates and conceptual offerings for the plan.

Planning and Housing Manager Pamela Wu: Noted city staff received three public comments and one phone call.

Associate Planner Rucha Dande: Responded the phone call from an interested community member expressed the importance of maintenance especially sidewalk sweeping and power washing. Also, she received two emails and one was about clarifying the difference from the previous downtown plans.

Public Comment

The following members of the public spoke regarding this item:

- David Nigel – spoke in support of the project.
- Linda Holman – spoke in support of the project.
- Steven Seymour - spoke in support of the project.

Questions for Staff

Commissioner Johnson: Expressed her support of growth and improvement on San Mateo Avenue but pointed out some frustration of not having a budget for this project. Let's make this happen.

Commissioner Morgan: Expressed thanks to the consultant team and city staff for all the hard work. Commented on parking meters, trees, and maintenance. He did not like the three designs for Centennial Park and would like the park to be more of a focal point.

Commissioner Hamilton: Commented on the good points of San Mateo Avenue and how to build upon these points. This process provides information to request the funding needed for this project. Questioned access to the bus stops with build-outs.

WRT Consultant Jake Tobias: Responded yes and that is how that would happen.

Commissioner Hamilton: Commented on what artistic expressions on crosswalks would look like.

WRT Consultant Jake Tobias: Responded showing examples and noted consistency is important.

Commissioner Hamilton: Added hanging lights in the Paseos could be an issue because of wind. Lastly, other residents commented they would like to incorporate the "City with the Heart" as the branding for downtown.

WRT Consultant Jake Tobias: Responded what should this project be called? Started branding "The Avenue" but it was questioned since other cities use this branding name. There will be a branding exercise to identify this project.

Commissioner Johnson: Added there were discussions to name it "International Way".

Vice Chair Lethin: Supported the idea of a formal playground space where kids can interact in Centennial Park. Also, supports an off-street area for farmers market. Integrating art, light and outdoor plan games provides fun keeps people around downtown. Questioned what is the history of planning for downtown streetscape?

Planning and Housing Manager Pamela Wu: Responded there have been a lot of effort and was highlighted in the 2009 General Plan and then by the TCP which was adopted in 2013. This will be the first actual document that will go to City Council for adoption.

WRT Consultant Jake Tobias: Added it goes back to the addition of tree pots were the improvement process began.

Vice Chair Lethin: Continued by asking if there was a wind study?

WRT Consultant Jake Tobias: Responded there was not a wind study done but can be added to the design process. Structural engineering review will be done. The Paseos are more sheltered from the wind.

Vice Chair Lethin: Concerned that there are areas where business and restaurant waste are left on the sidewalk. Will there be a larger space for the waste?

Planning and Housing Manager Pamela Wu: Responded there are regular trash recycling bins. Staff will review the comment and possibly include larger oil containers plus review Recology current trash and recycle policy.

Commissioner Hamilton: Commented businesses use the city receptacles not their own bins.

Vice Chair Lethin: Added business just needs their own trash space. Her last question is the infrastructure cost included in the estimate cost?

WRT Consultant Jake Tobias: Responded the infrastructure cost is all included. There was new road pavement improvement recently completed because of the new water line was recently replaced. There was one place that would conflict with trees and is the only subsurface infrastructure improvement is associated with this project.

Commissioner Johnson: Commented on her travel observations of alleyways it incorporated art work which is relevant to today. She would like the paseos to bring more attraction then just an entrance to the parking lot.

Chair Mason: Expressed the bicyclist are still sharing the same streets as the cars. Will there be separate bicycle pathway?

WRT Consultant Jake Tobias: Responded there will not be a bike lane since there is no room. There will be "sharrows" which are markings that bikes and motor vehicles can share the street.

Chair Mason: Added is there locations for shared ride pick up and drop off?

WRT Consultant Jake Tobias: Responded it was not explicitly incorporated in the plan.

Chair Mason: Question to staff does San Bruno have a historic preservation ordinance?

Planning and Housing Manager Pamela Wu: Responded nothing yet. Could be discussed at a later time.

Chair Mason: Noted how the trees were selected and if it's too late to include native trees?

WRT Consultant Jake Tobias: Responded the Chinese Elm was selected because it is in the city's pre-approved street tree list. There is more flexibility on accent trees for those mid-block blob outs to include native species.

Commissioner Hamilton: Added the intended trees, at full maturity, should not obstruct with business signs.

Chair Mason: Added on page five the seasonal lighting is majestic.

WRT Consultant Jake Tobias: Clarified that seasonal lighting can be made as permanent fixture.

Chair Mason: Expressed branding the project as the "Street of American Dreams" or something similar. Added on page 66 the arc on the other side, could have "Thank you for visiting", similar to the other end of the street. Question, does San Bruno have space paid for by businesses? For example, parklet would be the responsibility of the owner.

Planning and Housing Manager Pamela Wu: Clarified the scope is only for the public right of way and will be funded by the City. There are partnerships where private and city projects could work

together. The city does not have a downtown Façade Program.

Chair Mason: Added if the merchants would partner with the city?

Planning and Housing Manager Pamela Wu: Responded depending on the scope.

Chair Mason: Questioned how much of this project can we make part of the grander plan? For example the art work.

Planning and Housing Manager Pamela Wu: Responded the city is open to suggestion since there is no funding yet.

Chair Mason: Expressed concern about sidewalk consistent with current projects like Appature and 111 Huntington.

Senior Planner Michael Smith: Responded the sidewalks would need to match the city standards.

Chair Mason: Question what are the city standards, is it a certain look, style or texture? Her concern is reinvesting in a sidewalk to be redone for consistency.

Senior Planner Michael Smith: Responded that would be difficult to implement on a project-by-project basis. Staff could have an internal discussion but not a good idea to have 111 Huntington implement a sidewalk from this plan since the Plan has not been officially adopted by Council yet.

WRT Consultant Jake Tobias: Added Appature sidewalk is designed per current City standards and may or may not to be redone. The currently streetscape plan does not have enough detail.

Chair Mason: Expressed to staff to think about consistency for future sidewalks since it is expensive to repave.

Planning and Housing Manager Pamela Wu: Stated the plans offer options and it is for Council to adopt a plan and ultimately based on the budget then Public Works staff will pick the most appropriate design to implement.

Commissioner Johnson: Asked for clarification regard property owners or business owner's responsibility of the sidewalks?

Chair Mason: Responded whoever is paying to develop the property.

Chair Mason: Suggested a potential playground structure for the Centennial playground and that Florida Park is around the corner. But has concern about the busy traffic. She likes all the options, especial the brick wall suggested by Commissioner Morgan to screen off the parking lot, and the suggestion to be able to accommodate live music performance at Centennial Park. Added she would like a building for the Peninsula Art Museum. Regarding the contingency the 35%, is this standard practice?

WRT Consultant Jake Tobias: Responded yes on a conceptual design level.

Chair Mason: Question for staff, is the Development Impact Fee will be part of this plan?

Planning and Housing Manager Pamela Wu: Responded she does not believe so. It does not cover for any of the implementation of this plan.

Chair Mason: Highlighted the garbage cans with suggestion on smart garbage cans which will email or text the company to clean the unit so it does not overflow. Also, look at recycling and compost bins. In addition, bike racks could be an opportunity for artistic design. Lastly, using art as a pathway through downtown, like painting murals on doors or sides of buildings.

WRT Consultant Jake Tobias: Closed by thanking everybody by providing useful and thoughtful input.

Chair Mason: Closed public comments.

Motion to receive the San Mateo Avenue Conceptual Streetscape Plan with additional public and committee comments.

Commissioner Hamilton / Biasotti

VOTE: 6-0

AYES: Chair Mason, Commissioners Biasotti, Hamilton, Johnson, Lethin, Morgan

NOES: 0

ABSTAIN: 0

6. ITEMS FROM STAFF –

- A.** Introduction of new City of San Bruno Planning and Housing Manager, Pamela Wu.
Planning and Housing Manager Pamela Wu: Introduced herself to the commissioners.
- B.** Selection of September 12, 2019 Architectural Review Committee members.
Commissioners: Morgan, Johnson, Mason
- C.** Selection of a new Recreation and Aquatics Center Advisory Committee Member -
Planning Commission representative to fill vacancy.

Planning and Housing Manager Pamela Wu: Stated commissioners need to appoint a new committee member for the Recreation and Aquatic Center Advisory Committee. There is a RAC meeting Thursday, August 22 6:00pm.

Chair Mason: Requested an update on time commitment for this committee.

Planning and Housing Manager Pamela Wu: Responded the committee will shepherd the project to completion. Many departments are involved including Parks and Recreation, Arts, Public Works, and Building.

Senior Planner Michael Smith: Added the time commitment is one meeting a month but may have more as it comes to light.

Commissioner Johnson: Commented what will be the overall time comment?

Planning and Housing Manager Pamela Wu: Responded roughly next spring to complete entitlement.

Vice Chair Lethin: Added she is a committee member and is having a neat experience.

Chair Mason: Expressed she is interested but will check with her other commitments. She will not make the Thursday meeting.

Planning and Housing Manager Pamela Wu: Reiterated the meeting on Thursday is critical since it will be the first time we discuss entitlement.

Vice Chair Lethin: Noted she can't make the Thursday RAC meeting.

Planning and Housing Manager Pamela Wu: Requested commissioners to let her know if anyone is interest in attending the meeting as soon as possible.

Chair Mason: Expressed she will try to attend if her work meeting gets out on time.

7. PUBLIC COMMENT ON ITEMS NOT ON AGENDA - none

8. ITEMS FROM MEMBERS AND SUBCOMMITTEE REPORTS

Commissioner Hamilton: Commented since the streetscape is moving forward to take action on improve maintenance, tenant occupancy, and to establish special zone for San Mateo Ave. Also, provide incentive for business to improve the façade.

Commissioner Morgan: Echoed Commissioner Hamilton's statements. Planters require maintenance as well.

Commissioner Johnson: Acknowledged the importance of maintenance with code enforcement.

Planning and Housing Manager Pamela Wu: Clarified to add items to the agenda is a three-step process. First a written comment should be provided to staff, then put the request on the next agenda for vote and finally the Commission can discuss at the following month.

Chair Mason: Clarified we are not asking for action to come back to commissioners but a commentary based on the report.

Commissioner Hamilton: Added he would be happy to write a note about his ideas.

Planning and Housing Manager Pamela Wu: Clarified would you like this discussion that's part of the comments forwarding on to Council?

Commissioner Hamilton: Added he does not want to slow the streetscape plan down.

Planning and Housing Manager Pamela Wu: Acknowledged the urgency and she supports the commotion by the Commission to do something for downtown. Since discussion is not noted on the agenda so she would not provide any further feedback.

9. ADJOURNMENT

Meeting was adjourned at 8:56 p.m.



Pamela T. Wu
Secretary to the Planning Commission
City of San Bruno



~~**Linda Mason, Chair**~~
Planning Commission
City of San Bruno

KELLY LETHIN

NEXT MEETING: September 17, 2019